

**MINUTES OF THE REGULAR BOARD MEETING
COLUMBIA COUNTY TRANSIT AUTHORITY
November 27, 2018**

A. CALL TO ORDER AND ROLL CALL:

Columbia County Public Transportation regular board Meeting Minutes November 27, 2018

Chairman George opened the meeting at 3:00pm. Those present were Board Members Passmore, Talbott, and Jackson.

Staff present: Finance Manager Steve Mertens, Safety and Maintenance Coordinator David Ocampo, Dispatchers Darla Brown and Bruce Goodell, and Operator Melissa Ferrians

Others: None

Absent: Richard Ells

B. COMMENTS FROM INTERESTED CITIZENS:

None

C. ADDITIONS OR DELETIONS:

Item G3 - Maintenance update

D. DISCLOSURES OF CONFLICT OF INTEREST

None

E. Consent items - Action

Approval of minutes dated 9/18/2018, special meetings dated 9/21/2018, 10/12/2018, 10/15/2018 and 11/13/2018.

George noted that the minutes all looked good except 10/12/2018 had a reference of his name that should be changed to Talbot

Talbot moved to approve the minutes with the change as noted by George on the 10/12/2018 minutes, Jackson second, all in favor.

F. Old business

1) Approval of 12/24/2018 and 12/31/2018 as board approved floating holidays as allowed per CCPT Personnel handbook. Steve reminded the board they are allowed to designate up to two additional

holidays annually. Darla explained that this period historically has low ridership and hours for would be limited. Passmore moved to approve these holidays, Jackson second, all in favor.

2) *Executive session to discuss potential litigation and personnel matters with CCPT Counsel.* At 3:15 George announced the board would go into executive session with attorney Tony Menke's office via teleconference, to last 15 minutes. The open meeting resumed as scheduled.

(Norm Passmore left the meeting at the conclusion of the executive session.)

No action was taken.

G. Staff reports

1) *Financial report (Steve Mertens)* - Steve presented the October Treasurer report and went over current fund balances. He also presented the budget to actual thru October and noted total expenses looked pretty well on track as budgeted. He noted that sales tax collection was well over originally budgeted amounts. The board discussed a couple of the line items and Steve answered their questions.

2) *Statistical report (Staff)* - Darla presented some statistical ridership numbers in comparison to prior years. The board noted that ridership appeared to be staying consistent.

3) *Maintenance report (David Ocampo)* - Update on 2 new hybrid bus purchase once grant is awarded

H. New Business

1) *WSTIP Safety Star Award* - Steve explained that the agency won the Safety Star Award in the small transit group from our insurance pool the Washington State Transit Insurance Pool. The award was for lowest accident related claims within the group of our peers. He presented a trophy to the board. The award came with a \$1,500 cash prize that was to be used to reward and/or recognize agency employees. Some ideas were mentioned on how to spend the award and the board directed staff to decide amongst the group how it would be spent. Gift cards to staff was noted as the favorite idea so far.

2) *2019 CCPT Budget* - Steve presented a preliminary budget for the board to review. There were some questions about the formatting and the board wanted to see the numbers compared to prior year data. Some questions were asked on a few line items. The board directed Steve to send them another copy that showed prior year data as well and approval would be tabled to the December board meeting

3) *Consideration for increase of employer contribution to employee health insurance* - Steve explained that currently the agency funds \$850 a month of employee health insurance costs. Darla presented a table showing the increase in the agency's primary health plan compared to increases in employer contributions for the last several years. There was some discussion and the board appeared to agree that an increase was given. It was suggested an increase be given now and the possibility of increasing it

again the following year, Craig suggested a \$25 a month increase. Talbot moved to increase the monthly employer contribution to \$875, Jackson second, all in favor.

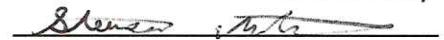
4) Consideration of 2% Cost of Living Adjustment for all positions - There was light discussion but they appeared to agree on this increase. Jackson moved to approve the 2% COLA, Talbot second, all in favor.

5) Consolidated grant application/grant management update - Bruce updated the board on the status of grant applications, he is in communication with our State DOT representative and making changes to the application as requested. He informed the board we would not likely find out about grant awards for our consolidated funding until February. He also learned that our regional mobility grant application was ranked as contingent on available funding.

ADJOURNMENT:

George moved to adjourn the meeting, all in favor.

Submitted By:



Steve Mertens

Accountant

Transportation Authority Board

Approved:



Craig George, Chairman

Transportation Authority Board-